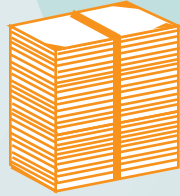


Administrative Assistants in The Workplace

\$35,330

Median annual wages reported in 2012



3,947,100

administrative assistants positions filled in 2012



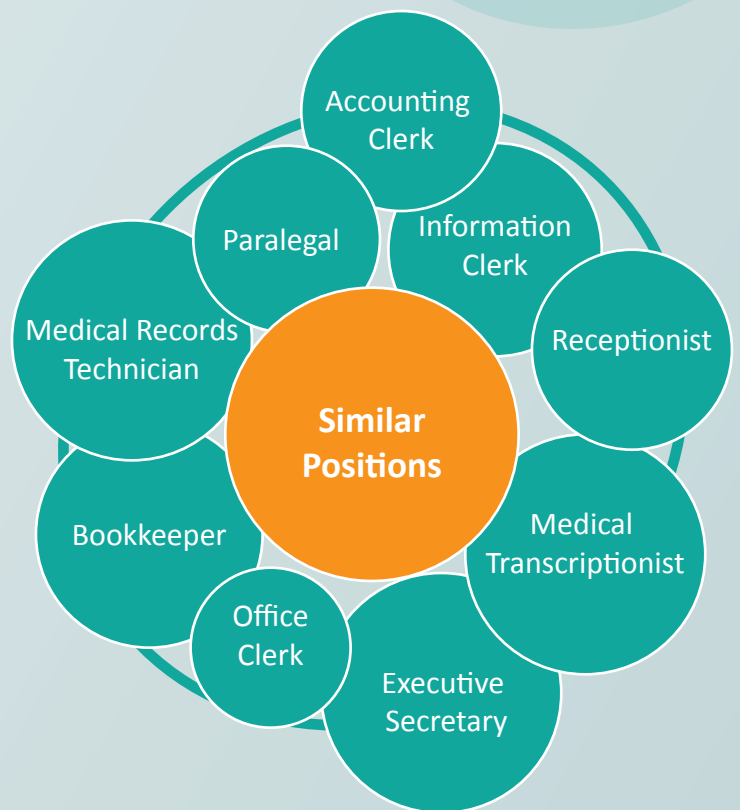
12%

Projected overall growth in employment between 2012 and 2022



Administrative assistants can be vital to keeping an office or facility running efficiently. They manage many tasks throughout the workday, including arranging meetings, managing documents and correspondence, handling incoming and outgoing phone calls, mail, email, and so much more.

Finding that key person can be difficult. Once you have filled your position, finding someone to step in when your trusted associate takes a leave can be even more challenging. Partnering with a staffing company is essential to keeping your business running smoothly during those instances when you need additional administrative support.



Reference: Bureau of Labor Statistics, www.bls.gov

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